



## **SUMMER GIS INTERNSHIP**

### **1 Position Available**

#### **Background**

The Lake County Stormwater Management Commission (SMC) is looking for one intern this summer to complete a variety of GIS related tasks to assist our planning and regulatory staff. The successful candidates will also be expected to assist staff in other miscellaneous office tasks as needed. For additional information on SMC, see our website at <http://lakecountyiil.gov/stormwater/>

#### **Duties/Responsibilities**

The successful candidate will spend the majority of time in the office; however, field assistance may be required from time to time. This position will allow the candidate to apply classroom experiences to real world applications and will expose the intern to many aspects of the countywide planning and regulatory functions at SMC.

Representative tasks may include but are not limited to the following:

- Developing a GIS database of drain tile locations from existing plan sets.
- Base flood elevation polygon digitizing.
- Maintain an existing SMC Project GIS database.
- SMC Geocache Program Maintenance (may be shared task with another intern).
- Downloading information from the FEMA website to update floodplain map revisions in the SMC database.
- Miscellaneous tasks as needed. These may include, file scanning, office file reduction, answering phones and providing front desk customer support and any other tasks deemed necessary by staff.

#### **Qualifications**

Graduate of, or current student in, a 2 or 4 year program with an emphasis on GIS, planning, geography, environmental science, or related field. Applicants must be able to work inside and outside in variable conditions and be willing to engage in limited to moderately strenuous physical activity. Applicants must be able to proficiently use Microsoft Office software, especially Microsoft Access, Word, and Excel. Intermediate level experience with the ArcGIS software suite is required. Applicants must have their own transportation for traveling to and from the office and field sites (if required). It is estimated that about 90% of time will be spent in the office and the other 10% in the field, so travel using a personal vehicle will be minimal but may be required at times. Class credit may be available for these internships; please check with your academic advisor.

#### **Additional Information**

Open to U.S. Citizens only. Interns will work approximately 40 hours per week for up to 15 weeks; the start date is somewhat flexible. Pay will be \$12.50 per hour. Successful candidates will be subject to a pre-employment physical and drug screening. Housing is the responsibility of the applicant. If you are interested in an internship at the Lake County Stormwater Management Commission and have any questions, please contact Jeff Laramy by email ([jlaramy@lakecountyiil.gov](mailto:jlaramy@lakecountyiil.gov)) or phone (847-377-7709). To apply for an internship, please submit a cover letter and resume highlighting related work or classroom experience to SMC. Resumes will be accepted **until March 13th or until the position is filled**. Submit cover letters and resumes by email to:

Jeff Laramy, GISP  
Lake County Stormwater Management Commission  
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Libertyville, IL 60048  
[jlaramy@lakecountyiil.gov](mailto:jlaramy@lakecountyiil.gov)